Introduction to Planning Workshop

Planning Skills and Teamwork

South Pacific Division

PLANNING PROCESS LEARNING OBJECTIVES

- Who does planning?
- Teams and Teamwork

WHO DOES PLANNING?

- Planning Profession
- Planning Skills
- Planner Talk

SELECTED PLANNING SPECIALITIES

- Land Use Planning
- Policy Planning and Management
- Transportation Planning
- Housing and Community Development
- Human Services Planning
- Historic Preservation Planning
- Economic and Resource Development Planning
- Environmental Planning
- International Development Planning
- Urban Design and Physical Planning
- Water Resources Planning

PLANNING SKILLS

- Writing
- Synthesis
- Interaction
- Consulting
- Research design
- Community organizing
- Information retrieval
- Environmental programming
- Data analysis
- Teaching
- Original information gathering
- Management
- Economic techniques
- Spatial design
- Evaluation
- Site planning
- Computer skills
- Operations research
- Recording

PLANNER TALK

- action
- activity
- alternative
- alternative plan
- approach
- component
- concept
- element
- feature
- improvement
- increment
- input
- management action
- management measure
- management practice
- measure
- option
- plan
- practice
- program
- project
- proposal
- scenario
- scheme
- solution
- strategy
- system
- technology

SOME COMMON MYTHS

- Everyone in Planning is a planner.
- Only Planning does planning; all planners are in Planning.
- Anyone can do planning.

INTERDISCIPLINARY TEAM

WHO'S ON THE TEAM?

- Interdisciplinary - Multidisciplinary
- Discipline - "Stovepipe"
- Planner - Project Manager
- Interdisciplinary - Multiagency

WHO'S THE PUBLIC?

- Sponsor
- Partner
- Stakeholder
- "The Public"
- Internal Public

Planning and the Project Management Business Process

Project Management Business Process Storyline

Producing quality projects

by

empowering

customer driven

TEAMS supported by all

of

the Corps' assets

The Project Manager in the PMBP

- **PM manages projects and a team member manages products.**
- **PM facilitates corporate decision making and deals with all levels of the organization.**
- **PM makes district commitments in accordance with the management plan.**
- **PM is responsible for project funds control and fiscal integrity.**
- **A PM is responsible to the Project Review Board for project execution in accordance with the management plan.**
- **PM manages project resources; solves problems; responsible for project quality; and ensures customer commitments are met.**

FUNCTIONAL CHIEFS SUPERVISORS/TEAM LEADERS

- **Maintain staff capability and provide guidance and mentoring**
- **Assign technical team members**
- **Provide oversight of technical product preparation and delivery**
- **Oversee and integrate total workload to insure commitments can be met**
- **Quality control process for product**
  - **Assign ITR members**
  - **Insure technical policy, regulations and guidance are followed**
  - **Resolve complex technical issues**

THE TEAM

TEAM MEMBERS BRING TO THE TABLE:

- Expertise
- Affiliation
- Talent
- Personality
- Values

5 PEOPLE MOST IMPORTANT TO HAVE ON THE TEAM

- Leader

5 PEOPLE MOST IMPORTANT TO HAVE ON THE TEAM

- Leader
- Thinker

5 PEOPLE MOST IMPORTANT TO HAVE ON THE TEAM

- Leader
- Thinker
- Doer

5 PEOPLE MOST IMPORTANT TO HAVE ON THE TEAM

- Leader
- Thinker
- Doer
- Writer

5 PEOPLE MOST IMPORTANT TO HAVE ON THE TEAM

- Leader
- Thinker
- Doer
- Writer
- Presenter

3 MOST IMPORTANT CHARACTERISTICS FOR TEAM SUCCESS:

- 1. Communication.

3 MOST IMPORTANT CHARACTERISTICS FOR TEAM SUCCESS:

- 1. Communication.
- 2. Communication.

3 MOST IMPORTANT CHARACTERISTICS FOR TEAM SUCCESS.

- 1. Communication.
- 2. Communication.
- 3. Communication.

Empowering Teams

- **Authority**
- **Resources**
- **Information**
- **Accountability**

Project Team Roles & Responsibilities

- Team Members
  - Delivery of technical products or sub-products
  - Internal technical coordination
  - Technical product quality
  - Advises Functional Chief and PM of funding and schedule problems

Planning Team Member Roles & Responsibilities

- Plan Formulation
- Environmental
- Economics and Social Impacts
- Consensus Building and Public Involvement

Team Participation

Brainstorm the following:

- Stakeholders to be involved
- Problems, opportunities, objectives and constraints
- Information to include in the inventory
- Future without project conditions
- Measures and alternative plans
- Effects to be considered
- Points to cover in the report
- Report recipients

Team Participation

What does the team screen:

- Stakeholders to be involved
- Problems, opportunities, objectives and constraints
- Information to include in the inventory
- Future without project conditions
- Measures and alternative plans to be evaluated
- Effects to be considered
- Plan to be recommended

Team Participation

- Team meetings should not be just a review of cost and schedule
- Proxies do not work
- Leadership is bestowed by the team based on knowledge and expertise
- Some of the time, you will lead the team

TEAMWORK WHAT'S THE POINT?

- No one person or discipline has all the answers.
- Teams do better than individuals.
- Communication is essential to success.